



Old Town San Diego State Historic Park

TOUR APPLICATION

FOOTSTEPS THROUGH TIME.

Educational, Special Focus, and Performance Tours

Old Town San Diego State Historic Park
Attention: Tour Reservations
4002 Wallace Street
San Diego, CA 92110

619-220-5422
Email: OldTownParkTour@parks.ca.gov
Info www.parks.ca.gov/oldtownsandiego

Name of school/organization _____
Address _____
City _____ State _____, Zip code _____
Phone (____) _____ Ext. _____ FAX (____) _____
Contact Person _____ Cell (____) _____
E-Mail Address _____
Number attending: Students _____ Adults _____ Grade: _____
Date Requested: _____ Start Time: _____

→ FEE: \$6.00 PER PERSON, INCLUDING TEACHERS AND CHAPERONES.

Please note the following:

- Notify us of any changes to the above information as soon as possible.
- There must be at least one adult chaperon per ten youths.
- Adult chaperones are completely responsible for discipline. Wandering, rudeness, or mistreatment of park features is not acceptable and may result in the termination of the tour..

→ Note: Reservations are not guaranteed until written confirmation is received.

Signed _____

Date _____

Please sign and return both pages with your payment to the address above.

INFORMATION FOR TOUR GROUPS.

We look forward to welcoming your group to Old Town San Diego State Historic Park. Please take a moment to review the following guidelines for everyone's safety and enjoyment.

GUIDED TOURS

In order to keep tours moving in a timely manner, have your group divided into equal sized smaller groups of no more than (20) twenty people before your arrival. Docents will not wait more than 20 minutes for a late tour. Upon entering please meet your Docents at the Seeley Stables.

EXPECTED BEHAVIOR FOR ALL VISITORS:

Please do not touch or feed the animals.

For safety, please remain on the designated walking paths.

Picnic tables are available on a first come first serve basis.

Rowdiness, disrespect, inappropriate voices, mistreatment of park resources is not acceptable and may result in the termination of the tour.

SCHOOL GROUPS: TO THE CHAPERONES

Please provide a copy of this document for each of your chaperones.

PAYMENT INFORMATION

OTSDSHP requires payment of program fee or deposit prior to your visit. Payment must be made by Purchase Order, Check, or Cash. Unfortunately we are not able to accept Credit Cards at this time. Checks should be made payable to "California State Parks" no later than 30 days prior to your scheduled tour. Payment may be made by mail. A 50% charge will apply for No Show groups or groups who fail to cancel 5 business days prior to their scheduled visit.

CANCELLATION/ RESCHEDULING POLICY

If you need to cancel or reschedule your tour you must provide 5 business days notice prior to the date of your scheduled tour or you will be billed. Exceptions may be made due to weather conditions. Please contact the Visitor Center Monday through Friday, 10:00 a.m.-5:00 p.m. by phone at (619) 220-5422. When cancelling a tour, please keep for your record the date you cancelled, the name of the person you spoke with and your cancellation number.

Please let us know if our staff can be of any assistance to you. Please retain this page for your reference.

I acknowledge that I have received:

- ☐ Information for Tour Groups
- ☐ To the Chaperones

I have read these guidelines, and agree that our group will comply with the guidelines.

Printed Name _____ Date _____

Signature _____